

## 36.0 CANADIAN INTERFACE TRANSACTIONS

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## **36.0 CANADIAN INTERFACE TRANSACTIONS**

### **36.1 DESCRIPTION**

Nlets supports a computer-to-computer interface to Canada for the purpose of exchanging criminal justice and criminal justice related information. Through this interface, a variety of information is available. This section describes the various message keys and information that is available.

See Appendix A, Section 32.0 for XML formats and examples.  
See Appendix B, Section 32.0 for Native formats and examples.

#### **36.1.1 CANADIAN INTERFACE BACKGROUND INFORMATION**

It is important to understand that Canadian information is provided from several sources. The Canadian Police Information Centre (CPIC), a system somewhat similar to FBI/NCIC, is providing hot file and vehicle registration and driver license status information for several provinces and the two territories that do not maintain their own vehicle registration and driver license files.

Those provinces that maintain their own files provide their vehicle registration and drivers license information directly. Note however that driver license status information comes directly from CPIC. As a part of this interface, Canadian user also have access to United States information.

#### **36.1.2 POLICY FOR USE OF INFORMATION FROM CANADA**

The CPIC has both confidentiality and dissemination policies regarding the use of the information they provide.

The CPIC Policy Manual states, in part:

"Information contributed to, stored in, and retrieved from CPIC is supplied in confidence by the originating agency for the purpose of assisting in the detection, prevention or suppression of crime and in the enforcement of law. This information must be protected against disclosure to unauthorized agencies or individuals."

"CPIC printouts or copies therefore pertaining to persons, vehicles, marine, and property files in the investigative data bank shall be disseminated only to those agencies approved by the CPIC Advisory Committee."

Regarding this interface, CPIC provides information but requires that the states restrict access to criminal justice agencies for criminal justice purposes. The only exceptions are those agencies or categories of agencies that have been specifically approved by CPIC to access their files through Nlets. These restrictions are nearly identical with those the states currently have in place for controlling access to criminal history information over Nlets (IQ/FQ/AQ) by their users.

Finally, per Canadian policy, under no circumstances shall any data be released outside the criminal justice system without specific written approval of the CPIC Advisory Committee.

### **36.1.3 TYPES OF INFORMATION AVAILABLE**

The general types of information available fall under the following categories. See the specific sections that follow for further details.

#### **PERSON RELEASED**

- Persons
- Drivers License
- Criminal History

#### **PROPERTY RELEASED**

- Vehicle Registration
- Vehicles
- Boats
- Articles
- Guns
- Securities

#### **PROPERTY RELEASED**

- Administrative
- ORI Tables
- HELP

### **36.1.4 OFFLINE SEARCH CAPABILITIES AND SERVICES**

#### **36.1.4.1 GENERAL**

The term "CPIC off-line search" refers to the method of processing and searching CPIC records in an off-line computing environment independent of the CPIC computer system. Whenever the query capability of the CPIC system cannot be used to search the CPIC database for known partial descriptions of Persons, Property, Vehicle, Boats or Boat Motors, a request for an off-line search can be submitted to the Support Services Unit, CPIC Secretariat Branch, CPIC Services, Informatics Directorate, at RCMP Headquarters in Ottawa (ORI: IC9000200).

The Support Services Unit maintains a series of programs to search all CPIC database records. These programs compare the partial descriptive information available for possible matching or close similarity to data already stored on the system. Output from these off-line search programs provides results in the form of listings which are forwarded directly to the requesting police agency.

The following components of the CPIC database can be searched in an off-line environment.

- All fields identified on the CPIC records pertaining to the Persons, Property, Vehicle or Marine files can be searched for partially known descriptive information.
- Computer tapes that record all query transactions performed by all Nlets users on the CPIC can be searched to determine location and movement of Persons and Vehicles. These logging tapes are held for a three-year period and any time frame within the three years can be requested for an off-line search.
- Computer tapes that record all administrative type messages dispatched by all agency ORIs can be searched for a three-year period.
- Registered Owner (RO) information stored on the centralized CPIC RO files for Saskatchewan, Manitoba, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Yukon and Northwest Territories can be searched for partial descriptions of vehicle and license. As well, computer tapes for the Alberta RO system are available for similar processing. Listings can be sorted by field such as make, model, year, or postal code.
- Records on criminal record synopsis and criminal name index tapes contain all persons with criminal records, and can be searched for partial or a range of descriptions on height, weight, age, marks and tattoos. Listings can be sorted by any of these fields.

#### **36.1.4.2 OFF-LINE SEARCH CONSULTATIONS**

For advice and consultation on requesting off-line searches, contact CPIC Support Services Unit at ORI: IC9000200.

#### **36.1.4.3 PRIORITY LEVELS**

The requesting agency must assign a priority level to each off-line search requested. Support Services will attempt to provide results within the following time frames:

- URGENT - within 6 hours. The request is usually for information that is sought on major criminal investigations.
- ROUTINE - overnight or the next working day.

#### **36.1.4.4 HOURS OF OPERATION**

Support Services Unit (IC9000200) is staffed during normal working hours (Ottawa time). After normal working hours, this ORI is placed on alternate route to the CPIC Computer Room, thus providing 24-hour capability to process URGENT operational off-line search requests.

#### 36.1.4.5 OFF-LINE SEARCH PROCEDURES

To request an off-line search of the Person, Property, Marine, Vehicle, Criminal Record/Criminal Name Index or vehicle registration/driver license files stored at CPIC Ottawa contact the Support Section, CPIC Services, RCMP Informatics Directorate at ORI: IC9000200.

#### CORRECT FORMAT OF OFF-LINE SEARCH REQUEST MESSAGE

```
AM.AZN1LETS00.IC9000200.
TO:   SUPPORT SECTION, CPIC SERVICES
FROM: (your name and agency name)
RE:OFF-LINE SEARCH REQUEST
FACTUAL DETAIL: -
SUSPECTED DETAIL: -
REASON FOR REQUEST: - REQUEST FOR PRIORITY: -
(ROUTINE)                                (URGENT)
```

#### 36.1.5 MANUAL INTERVENTION POLICIES

Due to the unique nature of this international interface there are a few instances where there may be manual intervention as a result of sending messages to Canada. This intervention is a requirement of either Canada or INTERPOL.

Below is a description of the existing applications and the level of manual intervention.

Application	Manual Intervention
Vehicle Registration	No manual intervention.
Driver License	No manual intervention.
All Hot File Records	No manual intervention. Users must confirm the record directly with the Canadian agency that entered the record.
Administrative Messages	Washington/INTERPOL will review messages to assure they conform to INTERPOL international policies.
Criminal History	Full record query (FQ) will result in an automated response with removal of pardon records and juvenile information. Some records are only available in French. Contact Canadian Interpol ON1005900 for assistance.

### 36.1.6 GENERAL RULES

The following are general rules that users must follow when communicating with Canada.

#### 36.1.6.1 CANADIAN ADDRESSING CODE

All codes are 9 characters with the first 2 characters representing the province or territory and the last two characters zero.

Note that although NCIC has assigned ORIs to Canadian agencies, these are not always used by Canada for this interface. These codes are listed in Canada's ORI file called SAFEFILE. It is accessed using the Nlets TQ transaction.

At present, you cannot access Canadian ORIs by location. Inquiries can be done by ORI only. Use the two-character code "CN" as the destination address for the TQ.

#### 36.1.6.2 SPECIAL REQUIREMENTS

Information returned in queries includes a variety of records, some not normally available from the FBI/NCIC. There may be occasions when the record is associated with other records on the CPIC system. These will be returned as a part of the initial response.

- States must not programmatically generate inquiries to the CPIC system based on routine inquiries to their state or the NCIC systems.
- On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

#### **HIT HANDLING**

- Once it has been confirmed record matches that of the query, the subject/item can be detained and/or impounded pending specific instructions from Washington INTERPOL and/or the Canadian agency that entered the record into the CPIC system.
- The locating agency must immediately contact Washington INTERPOL for further instructions regarding the vehicle.
- **In the event a person or vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety.**
  - Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system.
  - The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.

#### 36.1.6.2.1 REASON CODE (RSN/)

Every inquiry directed to Canada must have a reason code that indicates the general purpose of the request. Following is a list of the authorized reason codes.

Reason for Request	Code
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

#### 36.1.6.2.2 PERSON/PROPERTY IN SIGHT (PPS/)

Every inquiry directed to Canada must indicate whether the subject of the message is present or "in sight." The user will indicate "in sight" by inserting a "Y" in this field (e.g. PPS/Y).

If the inquiry is for investigative purposes or the subject of the message, for whatever reason, is not present or available place an "N" in this field (e.g., PPS/N).

#### 36.1.6.2.3 ERROR MESSAGES

All error messages generated by Canada as a result of a fixed format inquiry will be returned to the requestor as a response to the inquiry.

For example, an error on a driver license inquiry (message type = UQ) will be returned as a "UR" with a self-explanatory error message.

#### 36.1.6.2.3 STATUS MESSAGES

All status messages relating to the condition of the Canadian interface will be sent as an "SM" type message (as they are on the current Nlets network).

## 36.2

### MESSAGE KEYS

#### PERSON QUERIES

WQ	Person query
UQ	Driver query
IQ	Criminal history record query by NAM
FQ	Criminal history record query by SID

#### PROPERTY QUERIES

XQ	Vehicle registration query
VQ	Vehicle query
CBQ	Boat query
CAQ	Article query
CGQ	Gun query
CSQ	Securities query

## 36.3

### DESTINATION LIMITATIONS

WQ	Destination code must be "CN"
UQ	Destination code must be to the two-character province or territory code
IQ	Destination code must be "CN"
FQ	Destination code must be "CN"
XQ	Destination code must be "CN"
VQ	Destination code must be "CN" by VIN or two-character province code by LIC
CBQ	Destination code must be "CN"
CAQ	Destination code must be "CN"
CGQ	Destination code must be "CN"
CSQ	Destination code must be "CN"

## **36.4 CANADIAN PERSON FILES**

### **36.4.1 TYPES OF PERSONS INFORMATION AVAILABLE**

Below are the different types of information available from the CPIC Persons File:

- Wanted
- Charged
- Prohibited
- Paroled
- Probation
- Refused
- Observed
- Missing

#### **36.4.1.1 WANTED**

This refers to a person who is arrestable and/or for whom a warrant has been issued. Persons wanted by Provincial, Canada-wide, and extraditable warrants are entered in this file.

#### **36.4.1.2 CHARGED**

This refers to a person against whom legal proceedings have commenced in relation to a criminal code offense or an offense under a Federal statute, who is waiting final disposition, including any appeal, and for whom a warrant to arrest is not in force for that offense.

#### **36.4.1.3 PROHIBITED**

This refers to a person against whom an Order of Prohibition is in effect with regard to liquor, firearms, vehicle driving, boat operation, hunting, or any other court or statute-imposed prohibition. Individuals with revoked/suspended licenses will be returned as this type of record by CPIC.

British Columbia however keeps their own status information and therefore on a WQ no status information will be provided for British Columbia licenses

#### **36.4.1.4 PAROLE**

This refers to a person who has been convicted of a criminal offense and has been released on:

- Parole
- Day Parole
- Life Parole
- Mandatory Supervision, or
- Temporary absence over 24 hours from a federal penitentiary

#### 36.4.1.5 PROBATION

This refers to a person who has been convicted or found guilty of an offense and:

- Has been given a suspended sentence, or conditional discharge under section 736 (1) CC, or
- Has been released on probation, or
- Has been placed on peace bond, recognizance or restraining order, or
- Is a young offender who is in "open custody"

#### 36.4.1.6 REFUSED

This category has been incorporated into the CPIC file to meet the requirements of the Firearms Legislation of the Criminal Code. It is used to record data on a person who:

- Has been refused the issuance of a Firearm Acquisition Certificate (FAC), or
- Has been refused the issuance of a Firearm Registration Certificate (FRC), or
- Had an FRC revoked.

#### 36.4.1.7 OBSERVATION

In the event a person is reported as being under "observation", take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel.

This category is used to record data on a person who is:

- Suspected of committing criminal offenses and sufficient information is not available to prosecute, or
- Known to be dangerous to himself/herself or to others, or
- Involved in a serious criminal investigation, and confidential information as to his or her whereabouts is required.

Only observation records containing information about an individual that may pose a danger to an officer will be returned to the inquirer. Other types of "observed" records that are kept merely for surveillance purposes will not be provided to the inquirer.

There may be instances where a "silent hit" occurs. This means that the agency that entered the record will be notified that you inquired on his record but you will receive a "no hit" message. In some instances the agency may contact you in regard to this inquiry.

**In the event a vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety.**

- Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system.
- The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.

#### 36.4.1.8 MISSING

This refers to a person:

- Reported missing, or
- Who has been admitted/committed to a mental institution or hospital psychiatric ward and has left without permission or formal discharge (designated as an elopee), or
- For whom a police agency has undertaken to assist in locating on compassionate grounds.

#### 36.4.2 PERSON QUERY DATA ELEMENTS

The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
Name of subject of query	NAM/
Date of birth	DOB/
Gender	SEX/
Reason code	RSN/
Person / property code	PPS/

#### 36.4.3.1 PERSON QUERY FORMAT

WQ•ORI•CN•TXT NAM/\_\_\_\_•DOB/\_\_\_\_•SEX/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

 Mandatory fields

 Optional fields

#### 36.4.3.2 PERSON QUERY - EXAMPLE

WQ.WA0200200.CN.TXT NAM/TESTRECORD, JOHN DAVID.DOB/19390109.SEX/M.RSN/T.PPS/Y

### 35.4.3.2.1 PERSON RESPONSE - EXAMPLE

#### HIT HANDLING PROCEDURES

If a hit is received, the inquiring agency must confirm the validity of the record **PRIOR** to taking any action. A standard YQ transaction must be used for this purpose. Refer to the Hit Confirmation Transaction Section for complete details.

Since Canadian ORI's are seven characters in length, two zeroes to the end of the Canadian ORI. The remainder of the hit confirmation is identical to the YQ process for US agencies.

#### FIELDS UNIQUE TO CANADIAN RECORDS

<i>FIELD</i>	<i>EXPLANATION</i>
CONFIRM WITH ORIGINATING AGENCY	This is a standard portion of the Canadian record.
BEST: 3,1	This field is used by CPIC to return the three highest scoring records.
*** CAUTION ***	<p>This is a cautionary warning and will be followed by one of the four codes below. It will appear when the record subject is considered dangerous to himself/ herself or to other persons. Unlike the persons record, this code will not be expanded.</p> <p>VIOLENCE - an automatic caution for charges involving violence, robbery, or offensive weapons.</p> <p>ESCAPE CUSTODY - when any attempted or actual escape, regardless of whether a charge is laid, is reported.</p> <p>MENTAL INSTABILITY - a caution generated when there is a notation on the FPS file indicating mental instability.</p> <p>ATTEMPTED SUICIDE - indicating that the subject has suicidal tendencies.</p>
CC	Stands for "criminal code".
CONTROL NUMBER	Used to record the police agency's control or warrant number for the subject.
DLT1234-50673-90109	Driver license number of the subject.
POI ONT	"POI" stands for "province of issue" and the "ONT" is the province where the license was issued.

#### NO RECORD RESPONSE

```
** RESPONSE FROM CANADIAN SYSTEM - PERSONS FILE **
QUERY NOT ON FILE
TESTRECORD, JOHN DAVID PERSON
SEX: M DOB: 19390109
>>>QUERY REMARKS: 04(H OR I), AZNLETS00,*CNTRLFIELD
```

## POSITIVE RECORD RESPONSE

```
** RESPONSE FROM CANADIAN SYSTEM - PERSONS FILE **
*****
* YOUR INQUIRY MAY HAVE RESULTED IN A POSSIBLE HIT RECORD      *
* BEING RETURNED. CONFIRMATION OF THE SELECTED "PERSONS"        *
* RECORD "MUST" BE ACCOMPLISHED USING A "YQ" MESSAGE           *
* ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY              *
* IDENTIFIED AS THE ORIGINATOR AND OWNER OF THE RECORD          *
* _____                                                    *
* YOU MUST ADD "00" TO THE END OF THE 7-DIGIT CANADIAN.        *
* AGENCY ORI IN THE RECORD                                       *
* EXAMPLE: ENTERED BY TORONTO P.D. ON30570 PM 1991-01-01        *
* DESTINATION ORI FOR CONFIRMATION "YQ" MESSAGE                 *
* WOULD BE ON3057000                                             *
*****

QUERY-POSSIBLE HITS FOR
TESTRECORD JOHN DAVID
SEX: M DOB: 19390109 BEST: 3,1
>>>QUERY REMARKS: 00,I,AZNLETS00
MAXIMUM POSSIBLE SCORE 36
NO. 1    SCORE 36
<<<<CAUTION>>>> VIOLENCE
<<<<CAUTION>>>> ESCAPE RISK
<<<<CAUTION>>>> MENTAL INSTABILITY
<<<<CAUTION>>>> SUICIDAL TENDENCIES
<<<<CAUTION>>>> CONTAGIOUS DISEASE
TEST RECORD ONLY FOR ACUPIES INTERFACE
**WANTED** THEFT OVER $1000 CC(231)(2)
OFFENSE DATE 90-07-05
RADIUS CANADA WIDE WARRANT
EXPIRY DATE 95-07-01
POB ONT DOB 39-01-09 AGE 53 WHITE MALE 190CM (6FT 03INS)
          090 KG (200LBS) BROWN HAIR BROWN EYES
MARKS: TATTOO - LEFT ARM "MOTHER"
ADDRESS 1234 GLEN KNOLLS DRIVE, ORLEANS, ONTARIO
CONTROL NUMBER: 1234567890123456
ADD-REM: THIS IS A TEST RECORD ONLY FOR THE ACUPIES
          INTERFACE BETWEEN CANADA AND THE UNITED STATES
DL J1234-50673-90109 POI ONT
CASE ACUPIES-TEST
ENTERED BY INTERPOL NAT.CENT. BUREAU ON10059 ON 90-07-17
CONFIRM ALL HITS WITH ORIGINATING AGENCIES
10JUN92/19:45/00
INTERPOL - OTTAWA, CANADA
```

## 36.5 CANADIAN DRIVER RECORD QUERY

### 36.5.1 TYPES OF INFORMATION RETURNED WITH DRIVER RECORD QUERY

In addition to the driver record, a driver license query also results in a check of the CPIC Person files by name and date of birth. Below are the different types of information available:

- Wanted
- Charged
- Prohibited
- Paroled
- Probation
- Refused
- **Observed**
- Missing

In the event a person or vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety.

- Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system.
- The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.

Refer to the Person Query Section of this chapter for a detailed description of each of these record types.

### 36.5.2 DRIVER RECORD QUERY DATA ELEMENTS

The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
Name of subject of query	NAM/
Date of birth	DOB/
Gender	SEX/
Driver license number	OLN/
Reason code	RSN/
Person / property code	PPS/

### 36.5.2.1 DRIVER RECORD QUERY FORMAT

Only four provinces have automated response capabilities

- Quebec
- Ontario
- Alberta
- British Columbia

UQ•ORI•\_•TXT NAM/\_\_\_\_•DOB/\_\_\_\_•SEX/\_\_\_\_•OLN/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

OR

UQ•ORI•\_•TXT NAM/\_\_\_\_•DOB/\_\_\_\_•SEX/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

Queries sent to the provinces of Quebec, Ontario, Alberta, and British Columbia need **NOT** have the OLN field present.

When OLN is included the query in each of these provinces will be solely based upon the OLN.

 Mandatory fields

 Optional fields

### 36.5.2.2 DRIVER RECORD QUERY - EXAMPLE

#### QUERY BY LIC

UQ.WA0200200.PQ.TXT NAM/LARUE, PRUDENCE.DOB/19570301.SEX/F.RSN/T.PPS/Y

### 36.5.2.2.2 DRIVER RECORD RESPONSE - EXAMPLE

The UQ transaction checks the CPIC Person files in addition to the driver files. Refer to the Person Query Section of this chapter for a detailed description of each of these record types and responses.

#### **NO RECORD RESPONSE**

```
** RESPONSE FROM CANADIAN SYSTEM - PERSONS FILE
QUERY NOT ON FILE
TESTNAM,TIM PERSON SEX:M DOB:061045 DRY:Y BEST:3,1
>>>QUERY REMARKS:O4I,AZNLETS00
RO/DL TRANSACTION BEING PROCESSED
09JUL92/14:42/43
```

#### **POSITIVE – NON-AUTOMATED RESPONSE**

```
CANADIAN PROVINCE "NS" DOES NOT HAVE AUTOMATED DRIVERS LICENSE FILES. YOU WILL
BE PROVIDED NOTIFICATION OF THE GENERAL STATUS OF THE DRIVERS LICENSE BY CPIC
(EX. NORMAL, INACTIVE, UNLICENSED). ADDITIONAL INFORMATION (HT., WGT., ADDRESS,
ETC.) MAY BE OBTAINED BY SENDING AN "AM" MESSAGE TO THE PROVINCIAL LICENSING
AUTHORITY
"NS1005300"
YOUR QUERY:
NAM/TUBBS, KATHLEEN.DOB/042236.SEX/F.OLN/B537462.RSN/T.PPS/N
```

## ORI IN WHICH TO DIRECT MANUAL (AM) REQUESTS

Province/Territory	ORI	Hours of Service
Alberta	AB1010200	8am - 5pm (EST) M-F
Alberta	AB1012000	After hours/weekends
British Columbia	BC1028700	24 hrs - 7 days per wk
Manitoba	MB1007000	24 hrs - 7 days per wk
New Brunswick	NK1004000	24 hrs - 7 days per wk
Newfoundland	NF1004900	24 hrs - 7 days per wk
Northwest Territory	NT1003500	24 hrs - 7 days per wk
Nova Scotia	NS1005300	24 hrs - 7 days per wk
Ontario	ON4540000	24 hrs - 7 days per wk
Prince Edward Island	PE1000800	24 hrs - 7 days per wk
Quebec	PQ4004700	24 hrs - 7 days per wk
Saskatchewan	SN1011700	24 hrs - 7 days per wk
Yukon Territory	YT1001500	24 hrs - 7 days per wk

## POSITIVE – RESPONSE

"RO/DL TRANSACTION BEING PROCESSED"

\*\* FROM CANADA - QUEBEC R.O. SYSTEM \*\*

REGISTRANT ID NUMBER:L600701035707 PROV:QUEBEC

SNAME:LARUE ,PRUDENCE

DOB:1957-03-01 SEX:F EYES:BLACK HT:170

ADDRESS:333 BOUL JEAN LESAGE

APT. QUEBEC QC

POSTAL CODE:G1K8J6

REF NO:357155945 CATEGORY:DRIVER STATUS:NON VALID

ISSUE DATE:2007-01-12 EXPIRY DATE:2009-03-01

CLASS:

AUTOMOBILE WITH 2 AXLES AND NET WEIGHT LESS THAN 4500 KG, MOTORHOME, SERVICE OR

UTILITY VEHICLES

MESSAGES:

VEHICLE LINKED TO DRIVER'S LICENCE SEIZABLE (QUEBEC ONLY) (HSC 209 1)

DRIVER'S LICENCE NOT VALID (HSC 65)

REMAINING HITS:01

OTTAWA, CANADA

## **36.6 CRIMINAL HISTORY FILE**

Just as in the United States, Canada maintains criminal history records on persons arrested, charged, and convicted of criminal offenses. Access to this information is available via the standard IQ/FQ message keys. Only agencies allowed access to NCIC III are allowed access to the Canadian criminal history file.

### **36.6.1 DIFFERENCES IN CANADIAN CRIMINAL HISTORIES**

Although the process for accessing Canadian criminal history records from the RCMP is the same as accessing criminal records in the United States, IQ/FQ/AQ. There are a few differences in the formats:

- The unique number assigned to an individual based on fingerprints is the "FPS" number.
- An optional field is used to access additional records when multiple hits on name inquiries are received.
- Normally, CPIC will return the three records that achieved the highest score.
- The user will have the option of retrieving additional records using the "RAR" optional field on a subsequent request.
- The user may request that more than three records be returned on the initial inquiry by including the "RAR" field in the initial inquiry with the number of records (up to 10) the user wishes to see.
- The destination is always "CN".

### **36.6.2 TYPES OF CRIMINAL HISTORY INFORMATION AVAILABLE**

The Identification Data Bank at the Canadian Police Information Centre (CPIC) contains two categories of criminal record data which may be queried by U. S. agencies.

- Criminal name index containing an index of names and identity information on one or more individuals.
- Full criminal record, containing conviction history, a summary of police-related information and a list of police agencies who have contributed information to the subject's criminal record.

Questions about the accuracy or timeliness of the information in a criminal record file, should be directed to the RCMP Records Compilation Section at ORI = ON1007100

### 36.6.3 CRIMINAL HISTORY QUERY DATA ELEMENTS

The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination of request	None
Fixed field prefix denoting beginning of message	TXT
Purpose of the request	PUR/
Name of person make request	ATN/
Name	NAM/
Date of Birth	DOB/
Gender	SEX/
Race	RAC/
Request additional records	RAR/
FPS Identification number (same as SID)	FPS/

#### 35.6.3.1 ALLOWALBE PURPOSE CODES

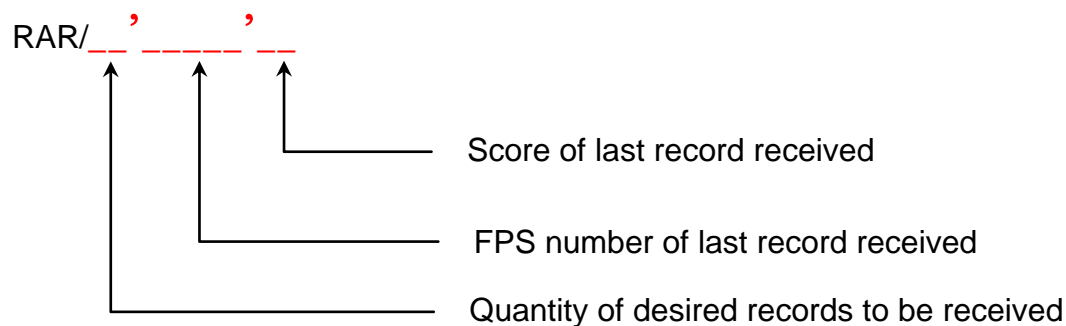
Code	Explanation
<b>C</b>	Must be used when the IQ, FQ, or AQ is for official duties in connection with the administration of criminal justice.
<b>E</b>	Must be used for employment and licensing.
<b>J</b>	Must be used when the IQ, FQ, or AQ involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.
<b>F</b>	Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a Federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the licenses/permits.
<b>D</b>	Must be used by courts when hearing civil domestic violence or stalking cases. This purpose code shall not allow access to State sealed records.
<b>S</b>	Must be used by Defense Investigative Service and any other SCIA agencies authorized specifically by NLETS to access CHRI through the network using IQ, FQ, and AQ.
<b>X</b>	For use in conducting checks involving the emergency placement of children when unaccompanied by the immediate submission of fingerprints on the surrogate care provider(s).

### 36.6.4 IQ FORMAT

This query will check CPIC criminal history index and return candidates. Note that this initial request will return the three records that achieve the highest score.

If the response indicates there are additional identity records on file, the requestor may retrieve these by using the "RAR" field in a subsequent inquiry.

The RAR field is comprised of three parts:



The RAR field can be used in the initial query to request additional records, up to a maximum of ten (10) - No other RAR data is allowed in the INITIAL query transaction, including any DOTs following the number of records requested.

Queries requesting additional records subsequent to the initial query **MUST** contain all three components of the RAR field.

IQ•ORI•CN•TXT PUR/\_•ATN/\_\_\_\_•NAM/\_\_\_\_•DOB/\_\_\_\_•SEX/\_•RAR/\_\_\_\_\_

     Mandatory fields  
     Optional fields

#### 36.6.4.1 CRIMINAL HISTORY QUERY - EXAMPLE

##### INITIAL QUERY REQUESTING MAXIMUM OF 10 RECORDS

IQ.WA0200200.CN.TXT PUR/C.NAM/TESTRECORD, JOHN DAVID.DOB/19390109.SEX/M.RAR/10

##### QUERY REQUESTING MAXIMUM OF 10 ADDITIONAL RECORDS - USING FPS INFO

IQ.WA0200200.CN.TXT PUR/C.NAM/TESTRECORD, JOHN DAVID.DOB/19390109.SEX/M.RAR/10,74904A,05

### 36.6.4.1.1 CRIMINAL HISTORY RESPONSE - EXAMPLE

#### NO RECORD RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - CRIMINAL NAME INDEX FILE \*\*

ATN/SGT MATTHEW MICHAELS

RESPONDENTS ZERO: TESTRECORD

#### POSITIVE RECORD RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - CRIMINAL NAME INDEX FILE \*\*

ATN/SGT MATTHEW MICHAELS

\*

\*\*\*\*\*

\* POSSIBLE CPIC CRIMINAL NAME INDEX FILE HIT. \*

\*

\*

\* \*\* THIS IS NOT A CRIMINAL RECORD \*\* \*

\*

\*

\* THIS RECORD MAY OR MAY NOT PERTAIN TO THE SUBJECT OF \*  
\* YOUR ENQUIRY. POSITIVE IDENTIFICATION CAN ONLY BE \*  
\* CONFIRMED THRU SUBMISSION OF FINGERPRINTS TO RCMP \*  
\* IDENTIFICATION SERVICES DIRECTORATE. \*  
\* OTTAWA, ONTARIO, CANADA. \*

\*

\*

\* TO OBTAIN THE CRIMINAL HISTORY ASSOCIATED WITH YOUR \*  
\* ENQUIRY, SUBMIT THE APPROPRIATE Nlets TRANSACTION \*  
\* USING THE "FPS" NUMBER FROM THE RECORD. \*

\*\*\*\*\*

RESPONDENTS 1 : TESTRECORD

QUERY VALUE 37

RESPONDENTS SCORE: 37

FPS: 749048A FPC:U11,W09,U09,A,U11,U13,T,U12,W09,X

\*\*\* CAUTION \*\*\* VEMS

FILE OPEN

MALE, WHITE, BORN 39-01-09, ONT, AGE-NOW 53

EYES BROWN, WAS 190 CM ( 6FT 03IN) 090 KG (198LBS) IN 89-10

KNOWN-AS:...01....TESTRECORD;JOHN DAVID

10JUN92/09:25/11

### 36.6.5 FQ FORMAT

This query will check CPIC criminal history file and return all criminal record information in the CPIC file, with the exception of that information not authorized to be sent internationally.

Because RCMP Identification Services must review all records prior to sending them internationally, users may receive an interim message notifying them that they have realized a hit and it is being verified by the RCMP Identification Services Directorate.

The RCMP has some unique dissemination requirements for records transmitted internationally.

Therefore it is possible to retrieve a valid identity record, request the full record using the FPS number, and receive a message that states that the record matching the FPS number submitted contains only information that can not be disseminated outside of Canada. **Canada does NOT support the AQ transaction.**

FQ•ORI•CN•TXT PUR/\_•ATN/\_\_\_\_FPS/\_\_\_\_\_

 Mandatory fields

 Optional fields

#### 36.6.5.1 PERSON QUERY - EXAMPLE

FQ.WA0200200.CN.TXT PUR/C.FPS/

##### 36.6.5.1.1 CRIMINAL HISTORY RESPONSE - EXAMPLE

#### RECORD BEING VERIFIED RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - CRIMINAL NAME INDEX FILE \*\*

ATN/SGT MATTHEW MICHAELS  
YOUR ENQUIRY ON THE CPIC CRIMINAL HISTORY FILE HAS RESULTED IN A POSITIVE  
RESPONSE.  
THE RECORD IS BEING VERIFIED BY RCMP IDENTIFICATION SERVICES DIRECTORATE.  
THE CRIMINAL RECORD WILL BE RELEASED TO YOU AS SOON AS POSSIBLE.

RCMP IDENTIFICATION SERVICES  
OTTAWA - CANADA  
10JUN92/13:42/11

\*\* RESPONSE FROM CANADIAN SYSTEM - CRIMINAL NAME INDEX FILE \*\*

\* \* \* \* \*

\* CPIC CRIMINAL HISTORY FILE HIT

\* THIS RECORD MAY OR MAY NOT PERTAIN TO THE SUBJECT OF

\* YOUR ENQUIRY. POSITIVE IDENTIFICATION CAN ONLY BE

\* CONFIRMED THROUGH SUBMISSION OF FINGERPRINTS TO RCMP

\* IDENTIFICATION SERVICES DIRECTORATE,

\* OTTAWA, ONTARIO, CANADA.

\*

\* THIS INFORMATION IS BEING PROVIDED TO YOU ON THE

\* UNDERSTANDING THAT IT IS TO BE USED FOR OFFICIAL LAW

\* ENFORCEMENT PURPOSES ONLY. IT IS NOT TO BE FURTHER

\* DISSEMINATED WITHOUT THE WRITTEN CONSENT OF THE ROYAL

\* CANADIAN MOUNTED POLICE (RCMP)

\*\*\*\*\*

Q CR LANG:E LVL:2  
REM: 32,AZNLETS00,SGT MATTHEW MICHAELS

FPS: 749048A

TESTRECORD, JOHN DAVID  
\*CRIMINAL CONVICTIONS CONDITIONAL AND ABSOLUTE  
\*DISCHARGES AND RELATED INFORMATION

0000-00-00 THIS CRIMINAL RECORD IS FOR DEMONSTRATION  
PURPOSES ONLY AND IS ENTIRELY FICTITIOUS

1989-10-10	THEFT OVER \$1000	CONDITIONAL DISCHARGE
TORONTO ONT	SEC 334(A)CC	AND 3 MOS PROBATION
(TORONTO PF 1234-88)		

1990-03-28	THEFT UNDER \$1000	1 DAY
TORONTO ONT	SEC 334(B)CC	
(TORONTO PF 1234-88)		

1991-09-09	ARMED ROBBERY	2 YRS LESS 1 DAY
OTTAWA ONT	SEC 343(D)CC	
(OPP ROCKLAND 91-336)		

\*END OF CONVICTIONS AND CHARGES  
\*SUMMARY OF POLICE INFORMATION-NOT INTENDED FOR SENTENCING PURPOSES

POSS OF PROPERTY OBTAINED  
BY CRIME - WITHDRAWN  
(TORONTO PF 1234-88)

\*END OF POLICE INFORMATION  
10JUN92/08:59/52

## **36.7 CANADIAN VEHICLE REGISTRATION QUERY**

### **36.7.1 TYPES OF VEHICLE REGISTRATION INFORMATION AVAILABLE**

A vehicle registration query also results in a check of the CPIC Vehicle file. Below are the different types of information available: Below are the different types of information available from the CPIC Vehicle File:

- Stolen
- Observation
- Crime
- Abandoned
- Pointer

Refer to the Vehicle Query Section of this chapter for a detailed description of each of these record types.

### **35.7.1.1 TYPES OF VEHICLE REGISTRATION INFORMATION AVAILABLE**

There may be instances when the user sent an "XQ" and received only a "VR". This is because CPIC held the file and returned a single response with both the hot file response as well as the registration information.

The Canadian interface system will wait approximately 30 minutes for a response from the external R.O. system.

If no responses are forthcoming the system will return a canned message to the querying agency.

Receiving vehicle registration information from Canada and the various provinces and territories is no different than receiving the same type information from states of the United States in that the response formats are not standardized or uniform.

Different terminology is used, information is presented in different order, and status codes and license type varies among the various provinces and territories.

Users may inquire into the Canadian help files in order to gain insight and interpretation for codes, etc. as Nlets users do today for various state information.

## 36.7.2 VEHICLE REGISTRATION QUERY DATA ELEMENTS

The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
License number	LIC/
Vehicle identification number	VIN/
Reason code	RSN/
Person / property code	PPS/

### 36.7.2.1 VEHICLE REGISTRATION QUERY FORMAT



Only four provinces have automated response capabilities

- Quebec
- Ontario
- Alberta
- British Columbia

XQ•ORI•\_\_\_\_•TXT LIC/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_



Must be two-character province code  
when making query by LIC

 Mandatory fields  
 Optional fields

## 36.7.2.2 VEHICLE REGISTRATION QUERY - EXAMPLE

### QUERY BY LIC

XQ.WA0200200.BC.TXT LIC/ABC123.RSN/T.PPS/Y

### QUERY BY VIN

XQ.WA0200200.BC.TXT VIN/TEST5555555555555555.RSN/T.PPS/Y

## 36.7.2.2.2 VEHICLE REGISTRATION RESPONSE - EXAMPLE

The XQ transaction checks the CPIC Vehicle file in addition to the vehicle registration files. Refer to the Vehicle Query Section of this chapter for instructions and a detailed description of each of these record types and responses.

### NO SYSTEM RESPONSE

The Canadian interface system will wait approximately 30 minutes for a response from the external R.O. system. If no responses is forthcoming the system will return a canned message to the querying agency which states:

\*\* ABOVE PROVINCIAL RO/DL SYSTEM RESPONSE DELAYED AT THIS TIME, IF NO RESPONSE,  
PLEASE RETRY IN 30 MINUTES \*\*

### NO RECORD RESPONSE

QUERY VEHICLE REM: 12(H OR I),AZNLETS00,\*CNTRLFIELD  
NOT ON FILE Q V LIC: ABC123 PROV:BC  
\*\*\*\*\*  
RO/DL TRANSACTION BEING PROCESSED  
09JUL92/15:46/34

\*\* FROM CANADA - BRITISH COLUMBIA R.O. SYSTEM \*\*  
RE LIC:ABC123  
NOT ON FILE  
  
09JUL92/15:46/22

## **POSITIVE – NON-AUTOMATED RESPONSE**

CANADIAN PROVINCE "NS" DOES NOT HAVE AUTOMATED DRIVERS LICENSE FILES. YOU WILL BE PROVIDED NOTIFICATION OF THE GENERAL STATUS OF THE DRIVERS LICENSE BY CPIC (EX. NORMAL, INACTIVE, UNLICENSED). ADDITIONAL INFORMATION (HT., WGT., ADDRESS, ETC.) MAY BE OBTAINED BY SENDING AN "AM" MESSAGE TO THE PROVINCIAL LICENSING AUTHORITY  
"NS1005300"  
YOUR QUERY:  
NAM/TUBBS, KATHLEEN.DOB/042236.SEX/F.OLN/B537462.RSN/T.PPS/N

## **POSITIVE – RESPONSE**

"RO/DL TRANSACTION BEING PROCESSED"

For those provinces that have their registration information on CPIC, the second part of the response will contain the registration information and will be separated from the wanted vehicle information by a short line of asterisks.

QUERY VEHICLE REM: 15(H OR I),AZNLETS00,\*CNTRLFIELD

NOT ON FILE Q V VIN: 7B089AY503053

\*\*\*\*\*

LIC: ABC123 PROV: NS EXPIRY: 1988-04  
OWNER: BUTLER ROBERT WIL DOB: 1936-08-24  
RR 3 SYDNEY SITE 14 BOX 17  
HEATHER TRAILER PARK NS

AUTO PON 1980 VIN: 7B089AY503053

## 36.8 CANADIAN VEHICLE FILE

### 36.8.1 TYPES OF PERSONS INFORMATION AVAILABLE

Below are the different types of information available from the CPIC Vehicle File:

- Stolen
- Observation
- Crime
- Abandoned
- Pointer

#### 36.8.1.1 STOLEN

This refers to a vehicle that has been stolen, or taken from its rightful owner by the commission of a crime, (e.g., a vehicle purchased from a dealer under false pretenses).

#### 36.8.1.2 OBSERVATION

A vehicle under observation is one which is connected with criminal activities and may or may not be related to a specific individual.

Note the following important requirements for Vehicle File Observation transactions with Canada:

**In the event a person or vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety.**

- Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system.
- The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.

There may be instances where a "silent hit" occurs. This means that the agency that entered the record will be notified that you inquired on his record but you will receive a "no hit" message. In some instances the agency may contact you in regard to this inquiry.

#### 36.8.1.3 CRIME

Crime vehicles are those vehicles known to be connected to the commission of a crime, (e.g., hit and run, murder, robbery, etc.). They are entered on the system by an agency wishing to examine the vehicle for possible evidence such as fingerprints, paint samples, bloodstains, disguises, empty shells, etc.

#### 36.8.1.4 ABANDONED

This refers to a vehicle that comes into its possession through abandonment, seizure (including seizure by bailiff), or impounding by other means.

### 36.8.1.5 POINTER

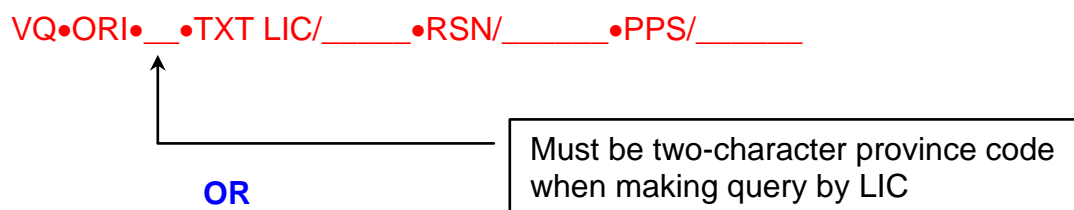
This refers to a vehicle record whose function is only to "point" to a prime record in the system. For example, an individual wanted for a specific offense is entered into the system as a wanted person record. He is known to drive a particular car. The vehicle's particulars are entered on the system as a PNTRV record to point to the prime wanted person record should an inquiry be received concerning the vehicle only.

### 36.8.2 VEHICLE QUERY DATA ELEMENTS

The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
License number	LIC/
Vehicle identification number	VIN/
Reason code	RSN/
Person / property code	PPS/

#### 36.8.2.1 VEHICLE QUERY FORMAT



VQ•ORI•CN•TXT VIN/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

Mandatory fields  
 Optional fields

### 36.8.2.2 VEHICLE QUERY - EXAMPLE

#### QUERY BY LIC

VQ.WA0200200.BC.TXT LIC/TESTER99.RSN/T.PPS/Y

#### QUERY BY VIN

VQ.WA0200200.CN.TXT VIN/TEST5555555555555555.RSN/T.PPS/Y

### 36.8.2.2.1 VEHICLE RESPONSE - EXAMPLE

#### HIT HANDLING PROCEDURES

If a hit is received, the inquiring agency must confirm the validity of the record **PRIOR** to taking any action. A standard YQ transaction must be used for this purpose. Refer to the Hit Confirmation Transaction Section for complete details.

The destination address of the agency that entered the record may be found in the record itself but it is incomplete. It will state "Entered by:" followed by the name and **seven (7)** -character ORI of the agency.

Since Canadian ORI's are seven characters in length, two zeroes to the end of the Canadian ORI. The remainder of the hit confirmation is identical to the YQ process for US agencies.

#### FIELDS UNIQUE TO CANADIAN RECORDS

<i>FIELD</i>	<i>EXPLANATION</i>
CONFIRM WITH ORIGINATING AGENCY	This is a standard portion of the Canadian record.
CONTROL NUMBER	This is used to record the police agency's control or warrant number for the subject
DLT1234-50673-90109	This is the driver license number of the subject.
POI ONT	The "POI" stands for "province of issue" and the "ONT" is the province where the license was issued.

#### NO RECORD RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - VEHICLE FILE \*\*  
QUERY VEHICLE REM: 01(H OR I), AZNLETS00, \*CNTRLFIELD  
NOT ON FILE Q V LIC:TESTER99 PROV:ONT.

## POSITIVE RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - VEHICLE FILE \*\*

\*\*\*\*\*

\* YOUR INQUIRY MAY HAVE RESULTED IN A POSSIBLE HIT RECORD \*  
\* BEING RETURNED. CONFIRMATION OF THE SELECTED "VEHICLE" \*  
\* RECORD "MUST" BE ACCOMPLISHED USING A "YQ" MESSAGE \*  
\* ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY \*  
\* IDENTIFIED AS THE ORIGINATOR AND OWNER OF THE RECORD \*

\* YOU MUST ADD "00" TO THE END OF THE 7-DIGIT CANADIAN. \*

\* AGENCY ORI IN THE RECORD \*

\* EXAMPLE: ENTERED BY TORONTO P.D. ON30570 PM 1991-01-01 \*

\* DESTINATION ORI FOR CONFIRMATION "YQ" MESSAGE \*

\* WOULD BE ON3057000 \*

\*\*\*\*\*

QUERY VEHICLE REM: 01(H OR I),AZNLETS00,\*CNTRLFIELD

ON FILE Q V LIC: TESTER99 ONT

INTERPOL NAT.CENT. BUREAU ON10059 1990-07-17

STOLEN-VEH AUTO 1988 CHEV CSA 4DOOR BLUE

LIC: TESTER99 ONT 1990 VIN:TEST555555555555

EXP 1995-07-01

REM: \*\* TEST RECORD ONLY FOR ACUPIES INTERFACE \*\*

CASE: ACUPIES-TEST2

CONFIRM WITH ORIGINATING AGENCY

\*\*\*\* ASSOCIATED TO \*\*\*\*

TESTERRECORD, ROBERT DAVID

<<<<CAUTION>>>> VIOLENCE

<<<<CAUTION>>>> ESCAPE RISK

<<<<CAUTION>>>>MENTAL INSTABILITY

<<<<CAUTION>>>>SUICIDAL TENDENCIES

<<<<CAUTION>>>>CONTAGIOUS DISEASE

\*\* TEST RECORD ONLY FOR ACUPIES INTERFACE \*\*

\*\* WANTED \*\* THEFT OVER \$1000 CC(231)(2)

OFFENSE DATE 90-07-05

RADIUS CANADA WIDE WARRANT

EXPIRY DATE 95-07-01

POB ONT DOB 39-01-09 AGE 53 WHITE MALE 190CM (6FT 03INS)

090 KG (200LBS) BROWN HAIR BROWN EYES

MARKS: TATTOO - LEFT ARM "MOTHER"

ADDRESS 1234 GLEN KNOLLS DRIVE, ORLEANS, ONTARIO

CONTROL NUMBER: 1234567890123456

ADD-REM: THIS IS A TEST RECORD ONLY FOR THE ACUPIES

INTERFACE BETWEEN CANADA AND THE UNITED STATES

DL T1234-50673-90109 POI ONT

CASE ACUPIES-TEST

ENTERED BY INTERPOL NAT.CENT. BUREAU ON10059 ON 90-07-17

CONFIRM ALL HITS WITH ORIGINATING AGENCIES

10JUN92/19:45/00

INTERPOL - OTTAWA, CANADA

## 36.9 CANADIAN BOAT FILE

### 36.9.1 TYPES OF BOAT INFORMATION AVAILABLE

Information on Stolen boats and stolen boat motors is provided by CPIC; If registration information is needed, send an AM request to CPIC (ORI = ON1000000) to affect a manual search.

A boat is defined as a watercraft, which may be a small open vessel, a large vessel, or ship, propelled by oars, sails or engine(s).

Boat motors are categorized into four categories:

<i>Code</i>	<i>Type</i>
INB	Inboard
OUTB	Outboard
INOUT	Inboard / outboard
OT	Other

Below are the different types of information available from the CPIC Boat File:

- Stolen
- Abandoned
- Missing

### 36.9.2 BOAT QUERY DATA ELEMENTS

The following are query data elements:

<i>Field</i>	<i>MFC</i>
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
License number	LIC/
Boat hull number (also known as HIN in Canada)	BHN/
Registration number	REG/
Boat Name	NAM/
Boat motor serial number	SER/
Motor type	TYP/
Reason code	RSN/
Person / property code	PPS/

### 36.9.2.1 BOAT QUERY FORMAT

CQQ•ORI•CN•TXT LIC/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

OR

CQQ•ORI•CN•TXT BHN/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

OR

CQQ•ORI•CN•TXT REG/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

OR

CQQ•ORI•CN•TXT NAM/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

OR

CBQ•ORI•CN•TXT SER/\_\_\_\_•TYP/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_



Mandatory fields



Optional fields

### 36.9.2.2 BOAT QUERY - EXAMPLE

CSQ.FL0500000.CN.TXT BHN/123456789.RSN/T.PPS/Y

### 36.9.2.2.1 BOAT RESPONSE - EXAMPLE

#### HIT HANDLING PROCEDURES

If a hit is received, the inquiring agency must confirm the validity of the record **PRIOR** to taking any action. A standard YQ transaction must be used for this purpose. Refer to the Hit Confirmation Transaction Section for complete details.

The destination address of the agency that entered the record may be found in the record itself but it is incomplete. It will state "Entered by:" followed by the name and **seven (7)** -character ORI of the agency. **Since Canadian ORI's are seven characters in length, two zeroes to the end of the Canadian ORI.** The remainder of the hit confirmation is identical to the YQ process for US agencies.

#### NO RECORD RESPONSE

```
** RESPONSE FROM CANADIAN SYSTEM - BOAT FILE **
NOT ON FILE BOAT NAME: SERENITY
REM: 26H,AZNLETS00
10JUN92/10:47/20
```

#### POSITIVE RESPONSE

```
** RESPONSE FROM CANADIAN SYSTEM - SECURITY FILE **
*****
* POSSIBLE CPIC "SECURITY" HIT.                                *
*                                                                *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE                   *
* RECORDS BEING RETURNED. CONFIRMATION ON THE                  *
* SELECTED SECURITY MUST BE ACCOMPLISHED USING A               *
* "YQ" MESSAGE ADDRESSED TO THE CANADIAN LAW                   *
* ENFORCEMENT AGENCY IDENTIFIED AS THE ORIGINATOR             *
* OF THE RECORD. YOU MUST ADD TWO ZEROS AFTER THE              *
* 7 DIGIT CANADIAN AGENCY IDENTIFIER IN THE                    *
* RECORD. (EXAMPLE: "ENTERED BY: TORONTO PF                    *
* ON30570 ON 1991-01-01"                                       *
* DESTINATION ORI FOR CONFIRMATION WOULD BE                   *
* ON3057000)                                                    *
*****
```

```
QUERY POSSIBLE HITS FOR
SECURITY
TYPE: ST SER:TESTSEC12345
REM: 22I,AZNLETS00
```

```
***NO: 1
SER:TESTSEC12345
TYPE: ST STATUS: STOLEN
ISSUER: NELSON INDUSTRIES LTD. DEN: 50 EXP: 1995-04-01
CORP: NELSON INDUSTRIES
```

```
REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE
CASE: ACUPIES-TEST-SEC1
ENTERED BY: INTERPOL NAT.CENT. BUREAU ON10059 ON
1992-02-10
CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1
25OCT91/12:20/45
INTERPOL - OTTAWA, CANADA
```

## 36.10 CANADIAN ARTICLE FILE

### 36.10.1 TYPES OF ARTICLE INFORMATION AVAILABLE

Below are the different types of information available from the CPIC Article File:

- Stolen
- Lost or Missing
- Recovered, Found, or Seized
- Pawned or loaned

“Pawned” or “Loaned” status is defined as:

"items of property which have been accepted from individuals as collateral for loans, and, for the purposes of the CPIC Property File, articles obtained by direct purchases where there is reason to believe they may have been stolen."

### 36.10.2 ARTICLE QUERY DATA ELEMENTS



The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
Serial number	SER/
Article type	ATYP/
Reason code	RSN/
Person / property code	PPS/

#### 36.10.2.1 ARTICLE QUERY FORMAT

CAQ•ORI•CN•TXT SER/\_\_\_\_•TYP/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

If an article has more than 16 characters, the last 16 characters must be used in the query.

 Mandatory fields  
 Optional fields

### 36.10.2.2 ARTICLE QUERY - EXAMPLE

```
CAQ.WA0200200.CN.TXT SER/TEST12345.TYP/AA.RSN/T.PPS/Y
```

#### 36.10.2.2.1 ARTICLE RESPONSE - EXAMPLE

##### HIT HANDLING PROCEDURES

If a hit is received, the inquiring agency must confirm the validity of the record **PRIOR** to taking any action. A standard YQ transaction must be used for this purpose. Refer to the Hit Confirmation Transaction Section for complete details.

The destination address of the agency that entered the record may be found in the record itself but it is incomplete. It will state "Entered by:" followed by the name and **seven (7)** -character ORI of the agency.

Since Canadian ORI's are seven characters in length, two zeroes to the end of the Canadian ORI. The remainder of the hit confirmation is identical to the YQ process for US agencies.

##### NO RECORD RESPONSE

```
** RESPONSE FROM CANADIAN SYSTEM - ARTICLE FILE **
```

```
QUERY NOT ON FILE  
ARTICLE  
TYPE: AA SER:8901234567890123  
REM: 20H,AZNLETS00,*CNTRLFIELD  
10JUN92/10:43/18
```

## POSITIVE RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - ARTICLE FILE

\*\*\*\*\*

\* POSSIBLE CPIC "ARTICLE" HIT.

\*

\*

\*

\* YOUR INQUIRY MAY HAVE RESULTED IN

\*

\* MULTIPLE RECORDS BEING RETURNED.

\*

\* CONFIRMATION ON THE SELECTED ARTICLE

\*

\* MUST BE ACCOMPLISHED USING A "YQ"

\*

\* MESSAGE ADDRESSED TO THE CANADIAN LAW

\*

\* ENFORCEMENT AGENCY IDENTIFIED AS THE

\*

\* ORIGINATOR OF THE RECORD. YOU MUST

\*

\* ADD 2 ZEROS TO THE END OF THE 7 DIGIT

\*

\* CANADIAN AGENCY IDENTIFIER IN THE RECORD.

\*

\* (EXAMPLE: "ENTERED BY: TORONTO PF

\*

\* ON30570 ON 1991-01-01"

\*

\* THE DESTINATION ORI FOR CONFIRMATION

\*

\* WOULD BE ON3057000)

\*

\*\*\*\*\*

QUERY POSSIBLE HITS FOR  
ARTICLE

TYPE: RA SER: TEST12345

REM: 20I,AZNLETS000

\*\*\*NO: 1

SER: TEST12345

TYPE: RA STATUS: STOLEN EXP: 1995-04-01

ITEM: TELEVISION MAKE: PANASONIC MODEL: PA5500

REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE

CASE: ACUPIES-TEST-ART

ENTERED BY: INTERPOL NAT.CENT. BUREAU ON10059

ON 1992-02-01

CONFIRM ALL HITS WITH ORIGINATING AGENCIES

TOTAL HITS ON FILE: 1

25OCT91/12:17/11

INTERPOL - OTTAWA, CANADA.

## 36.11 CANADIAN GUN FILE

### 36.11.1 TYPES OF GUN INFORMATION AVAILABLE

The term "gun" means any barreled weapon that can discharge a bullet or other missile, or any imitation of such a weapon. The types of weapons include,

- Revolver or pistol
- Rifle
- Shotgun
- Flint/cap/matchlock muzzleloader
- Automatic weapons, e.g. machine guns/pistols
- Signal flare, rocket or gas guns

Air guns (rifle or pistol).

Below are the different types of information available from the CPIC Gun File:

- Stolen
- Lost or Missing
- Recovered
- Pawned or loaned

Pawned or loaned status is defined as follows: "guns which have been accepted from individuals as collateral for loans, and, for the purposes of the CPIC Gun File, guns obtained by direct purchases where there is reason to believe they may have been stolen."

Guns are categorized into four types:

<i>Type</i>	<i>Code</i>
Shotgun	SG
Rifle	RI
Restricted Weapon	RW
Other	OT

## 36.11.2 GUN QUERY DATA ELEMENTS



The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
Serial number	SER/
Gun type	TYP/
Reason code	RSN/
Person / property code	PPS/

### 36.11.2.1 GUN QUERY FORMAT

CGQ•ORI•CN•TXT SER/\_\_\_\_•TYP/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

If a gun has more than 11 characters, the last 11 characters must be used in the query.

 Mandatory fields  
 Optional fields

### 36.11.2.2 GUN QUERY - EXAMPLE

CGQ.NV0400000.CN.TXT SER/TESTGUN123.TYP/RW.RSN/T.PPS/Y

### 36.11.2.2.1 GUN RESPONSE - EXAMPLE

#### HIT HANDLING PROCEDURES

If a hit is received, the inquiring agency must confirm the validity of the record **PRIOR** to taking any action. A standard YQ transaction must be used for this purpose. Refer to the Hit Confirmation Transaction Section for complete details.

The destination address of the agency that entered the record may be found in the record itself but it is incomplete. It will state "Entered by:" followed by the name and **seven (7)** -character ORI of the agency.

Since Canadian ORI's are seven characters in length, two zeroes to the end of the Canadian ORI. The remainder of the hit confirmation is identical to the YQ process for US agencies.

#### NO RECORD RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - GUN FILE \*\*

QUERY NOT ON FILE

GUN TYPE: SG SER:TESTGUN123  
REM: 21H,AZNLETS00,\*CNTRLFIELD

10JUN92/10:43/18

## NO GUN FILE RECORD RESPONSE – POSITIVE GUN REGISTRATION RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - GUN FILE \*\*

QUERY NOT ON FILE

GUN TYPE: RI SER:56  
REM: 21H,AZNLETS00,\*CNTRLFIELD  
QUERY POSSIBLE HITS

RWRO SER:55 TYPE:RI

\*\*\* NO: 1

SNME: PATRICK MATTHEWS & CO  
ADDR: WHITE FAWN, ALTA

SER: 56  
MAKE: UNKNOWN  
TYPE: RW  
ACTION: REVOLVER  
CAL: .38 SHOTS: 5 BBL: 95MM

CERT: DL326789 DATE ISSUED 1991-07-29  
PREVIOUS CERTIFICATE NUMBER: D-407052  
OBTAINED FROM: PAUL LINNE  
TOTAL HITS ON FILE: 98  
10JUN92/14:21/39

## POSITIVE RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - GUN FILE \*\*

\*\*\*\*\*

\* POSSIBLE CPIC "GUN" HIT.

\*

\*

\*

\* YOUR INQUIRY MAY HAVE RESULTED IN

\*

\* MULTIPLE RECORDS BEING RETURNED.

\*

\* CONFIRMATION ON THE SELECTED "GUN"

\*

\* MUST BE ACCOMPLISHED USING A "YQ"

\*

\* MESSAGE ADDRESSED TO THE CANADIAN LAW

\*

\* ENFORCEMENT AGENCY IDENTIFIED AS THE

\*

\* ORIGINATOR OF THE RECORD. YOU MUST

\*

\* ADD 2 ZEROS TO THE END OF THE 7 DIGIT

\*

\* CANADIAN AGENCY IDENTIFIER IN THE RECORD.

\*

\* (EXAMPLE: "ENTERED BY: TORONTO PF

\*

\* ON30570 ON 1991-01-01"

\*

\* DESTINATION ORI FOR CONFIRMATION

\*

\* WOULD BE ON3057000)

\*

\*\*\*\*\*

QUERY POSSIBLE HITS FOR

GUN TYPE: RI SER: TESTGUN123

REM: 211,AZNLETS00

\*\*\*NO: 1

SER: TESTGUN123 TYPE: RI STATUS; STOLEN MAKE:REM

MODEL: RG10S EXP: 1997-02-10

ITEM: SA CAL: 3030 BBL: 406 MM ( 16 INS ) SHOTS: 10

REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE

CASE: ACUPIES-TEST-GUN

ENTERED BY: INTERPOL NAT. CENT. BUREAU ON10059

ON 1992-02-10

CONFIRM ALL HITS WITH ORIGINATING AGENCIES

TOTAL HITS ON FILE: 1

RWRO QUERY NOT ON FILE

SERIAL: TESTGUN123 TYPE: RI

REM: 211,AZNLETS00

25OCT91/12:18/22

INTERPOL - OTTAWA, CANADA.

## 36.12 CANADIAN SECURITIES FILE

### 36.12.1 TYPES OF SECURITIES INFORMATION AVAILABLE

Below are the different types of information available from the CPIC Securities File:

- Stolen
- Lost or Missing
- Pawned or loaned
- Counterfeit
- Fraudulent and recovered securities such as bonds, currency, credit cards, ID's traveler's checks and passports.

There are ten different types of securities; each assigned a two-character type code. They are:

<i><b>Code</b></i>	<i><b>Type of Security</b></i>
BD	Corporate bonds and debentures issued by corporations, including banks, trust companies, charitable/religious groups, credit unions and co-operatives.
CC	Canadian-issued currency.
CU	Foreign-issued currency.
ID	Stolen, lost, or fraudulent identification documents.
MO	Money orders and traveler's checks.
PP	Canadian and foreign passports.
SB	Federal, provincial and municipal bonds and debentures.
ST	Stocks.
VD	Vehicle documents.
OT	All other security documents.

•

## 36.12.2 SECURITIES QUERY DATA ELEMENTS

The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination	None
Fixed field prefix denoting beginning of message	TXT
Serial number	SER/16
Name of issuer of security	ISS/30
Name of corporation registered as the owner	COR/30
Name of the owner of security	NAM/14
Security type	TYP/2
Reason code	RSN/1
Person / property code	PPS/1

### 36.12.2.1 SECURITIES QUERY FORMAT

The type field must be included on all inquiries however only certain types are allowed depending on what you are searching the file on. For example, for a query on "issuer" only the type "ST" (TYP/ST) is permissible.

Below is a list of various data elements for the query along with the allowable types in parentheses.

- serial # and type (all codes listed above)
- corporation name and type (SB,BD,MO,OT)
- issuer and type (ST)
- owner name and type (BD,ID,MO,PP,SB,VD,OT)

### **QUERY BY SER AND TYPE (ALL TYPES)**

CSQ•ORI•CN•TXT SER/\_\_\_\_•TYP/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

### **QUERY BY SER AND TYPE (SB, BD, MO, AND OT TYPES ONLY)**

CSQ•ORI•CN•TXT SER/\_\_\_\_•COR/\_\_\_\_•TYP/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

### **QUERY BY SER AND TYPE (ST TYPE ONLY)**

CSQ•ORI•CN•TXT SER/\_\_\_\_•ISS/\_\_\_\_•TYP/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

### **QUERY BY SER AND TYPE (BD, ID, MO, P,P, SB, VD, AND OT TYPES ONLY)**

CSQ•ORI•CN•TXT SER/\_\_\_\_•NAM/\_\_\_\_•TYP/\_\_\_\_•RSN/\_\_\_\_•PPS/\_\_\_\_

If the security has more than 16 characters, the last 16 characters must be used in the query.



Mandatory fields



Optional fields

## **36.12.2.2 SECURITIES QUERY - EXAMPLE**

CSQ. FL0500000.CN.TXT SER/8901234567890123.TYP/CU.RSN/T.PPS/Y
---

### 36.12.2.2.1 SECURITIES RESPONSE - EXAMPLE

#### HIT HANDLING PROCEDURES

If a hit is received, the inquiring agency must confirm the validity of the record **PRIOR** to taking any action. A standard YQ transaction must be used for this purpose. Refer to the Hit Confirmation Transaction Section for complete details.

The destination address of the agency that entered the record may be found in the record itself but it is incomplete. It will state "Entered by:" followed by the name and **seven (7)** -character ORI of the agency.

Since Canadian ORI's are seven characters in length, two zeroes to the end of the Canadian ORI. The remainder of the hit confirmation is identical to the YQ process for US agencies.

#### NO RECORD RESPONSE

\*\* RESPONSE FROM CANADIAN SYSTEM - SECURITY FILE \*\*

QUERY NOT ON FILE

SECURITY

TYPE: CU SER: 8901234567890123

REM: 22I,AZNLETS00,\*CNTRLFIELD

## POSITIVE RESPONSE

```
** RESPONSE FROM CANADIAN SYSTEM - SECURITY FILE **
*****
* POSSIBLE CPIC "SECURITY" HIT.
*
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE
* RECORDS BEING RETURNED. CONFIRMATION ON THE
* SELECTED SECURITY MUST BE ACCOMPLISHED USING A
* "YQ" MESSAGE ADDRESSED TO THE CANADIAN LAW
* ENFORCEMENT AGENCY IDENTIFIED AS THE ORIGINATOR
* OF THE RECORD. YOU MUST ADD TWO ZEROS AFTER THE
* 7 DIGIT CANADIAN AGENCY IDENTIFIER IN THE
* RECORD. (EXAMPLE: "ENTERED BY: TORONTO PF
* ON30570 ON 1991-01-01"
* DESTINATION ORI FOR CONFIRMATION WOULD BE
* ON3057000)
*****
```

QUERY POSSIBLE HITS FOR  
SECURITY  
TYPE: ST SER:TESTSEC12345  
REM: 22I,AZNLETS00

\*\*\*NO: 1  
SER:TESTSEC12345  
TYPE: ST STATUS: STOLEN  
ISSUER: NELSON INDUSTRIES LTD. DEN: 50 EXP: 1995-04-01  
CORP: NELSON INDUSTRIES

REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE  
CASE: ACUPIES-TEST-SEC1  
ENTERED BY: INTERPOL NAT.CENT. BUREAU ON10059 ON  
1992-02-10  
CONFIRM ALL HITS WITH ORIGINATING AGENCIES  
TOTAL HITS ON FILE: 1  
25OCT91/12:20/45  
INTERPOL - OTTAWA, CANADA

## 36.13 CANADIAN ADMINISTRATIVE MESSAGES

### 36.13.1 DESCRIPTION

The Administrative Message (AM) message key is intended as a secure and documentable means of interagency communication. The AM message key can be utilized for any type of official law enforcement and/or public safety purpose including the request for information or assistance. In addition, users may respond with to queries received via phone, fax, radio, or any other mode of communication.

Personnel receiving or transmitting any communication shall not divulge the existence, contents, or meaning thereof, except through authorized channels.

Administrative messages can be directed to a maximum of five (5) destinations on the CPIC network.

Administrative messages must include, in the body of the message, the following components:

- Reason for the request
- Name of the requester

For a country-wide broadcast an "AM" must be directed to the two character code of **"CN"**.

Only narrative messages dealing with urgent operational police matters will be considered for nationwide broadcast in Canada.

When directing messages to specific a specific ORI, since Canadian ORI's are only seven characters in length, two zeroes must be added to the end of the Canadian ORI or the system will reject the message.

### 36.13.2 ADMINISTRATIVE MESSAGE DATA ELEMENTS



The following are query data elements:

Field	MFC
Message key	None
ORI of requesting agency	None
Destination code	None
Fixed field prefix denoting beginning of message	TXT
Text of the message	None

### 36.13.2.1 AM MESSAGE FORMAT

AM•ORI•\_\_•Text of message

Messages can be directed to any combination of two-character province / territory codes, the Canadian county code of CN, and/or character ORI's up to a maximum of five total per messages. Each destination must be separated by a coma “,”.

 Mandatory fields  
 Optional fields

### 36.13.2.2 ADMINISTRATIVE MESSAGE - EXAMPLE

AM.CA0360000.BC. TXT

REASON FOR REQUEST: CRIMINAL INVESTIGATION  
PERSON MAKING REQUEST: DETECTIVE SMITH, SAN DIEGO CO SO

ATTEMPT TO LOCATE ROBBERY SUSPECT

A CONFIDENTIAL INFORMANT POSITIVELY IDENTIFIED THE FOLLOWING SUSPECT IN AN ARMED ROBBERY. THE SUSPECT, JOHN DOE, DOB/ 010590, W/M, 6-0, 185, BRO/BLU IS SUPPOSED TO BE FREQUENTING THE DOCK AREA IN VICTORIA, BC.

PLEASE MAKE AN ATTEMPT TO LOCATE THIS SUSPECT. IF LOCATED, OR IF YOU HAVE ANY QUESTIONS PLEASE CONTACT US AT ONCE. REFER TO CASE #07-123456

DETECTIVE SMITH  
SAN DIEGO COUNTY SHERIFF'S OFFICE  
P.O. BOX 14360  
SAN DIEGO, CA 97310  
917-123-4567

### 36.13.3 CANADIAN ADDRESSING INFORMATION

Canadian ORI's only contain 7 characters, as opposed to the United States which contain 9 characters. To conform to U.S. standards, "00" (zeros) must be added to the end of the seven-character Canadian ORI.

All allowable Canadian interface address codes are listed in the Nlets ORION file and may be obtained by using a standard "TQ" inquiry.

The two letter Nlets address codes for Canada function the same as they do for the US. For example, an inquiry requesting vehicle registration information from Quebec would be addressed to the 2 character code "PQ". Below is a list of all provincial and territorial codes.

<b>PROVINCE</b>	<b>CODE</b>	<b>TERRITORIES</b>	<b>CODE</b>	<b>All Canada APB</b>	<b>CODE</b>
Alberta	AB	Northwest Territories	NT	All CPIC Terminals	CN
British Columbia	BC	Yukon Territories	YT		
Manitoba	MB				
New Brunswick	NK				
Newfoundland	NF				
Nova Scotia	NS				
Ontario	ON				
Prince Edward Island	PE				
Quebec	PQ				
Saskatchewan	SN				

<b>DESTINATION</b>	<b>ORI</b>	
Alberta	AB1010200	0800-1700
	AB1012000	AFTER HOURS & WEEKENDS
British Columbia	BC1028700	24 Hours
Manitoba	MB1007000	24 Hours
New Brunswick	NK1004000	24 Hours
Newfoundland	NF1004900	24 Hours
Northwest Territories	NT1003500	24 Hours
Nova Scotia	NS1005300	24 Hours
Ontario	ON4540000	24 Hours
Prince Edward Island	PE1000800	24 Hours
Quebec	PQ4004700	24 Hours
Saskatchewan	SN1011700	24 Hours
Yukon Territories	YT1001500	24 Hours

## 36.14 NLETS AUTOMATED HELP FILE

The RCMP / CPIC maintains many of the help files that are accessible through the Canadian interface. For this reason, there will only be single HELP records for most files. There will, however, be driver license and vehicle registration help files for EACH province and territory.

### 36.14.1 LIST OF AVAILABLE HELP FILES

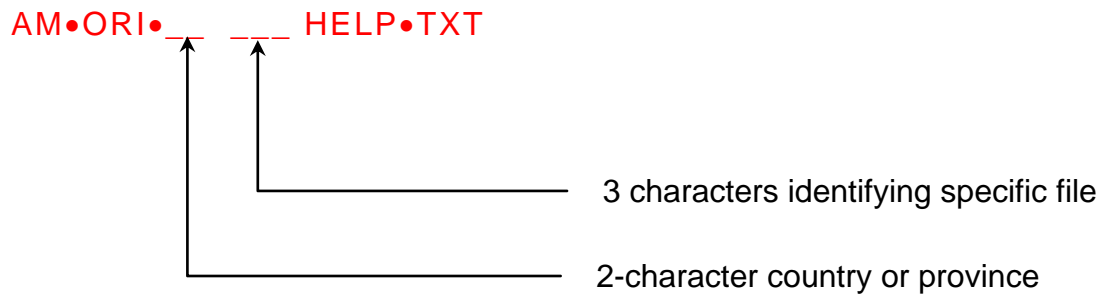
Each province/territory in Canada has the following HELP files:

XXLICHELP	One for each province/territory.
XXOLNHELP	One for each province/territory.

Single HELP records exist for the following information:

CNGENHELP	General help information on Canada.
CNLICHELP	General Vehicle Registration information.
CNOLNHELP	General Driver License help information.
CNPERHELP	Wanted Persons help information.
CNVEHHELP	Stolen Vehicles help information.
CNSIRHELP	Criminal History help information.
CNGUNHELP	Stolen Gun help information.
CNSECHHELP	Stolen Securities help information.
CNARTHELP	Stolen Article help information.
CNBOTHELP	Boat/Motor help information

## 36.14.2 HELP FILE INQUIRY- FORMAT



### 36.14.2.1 HELP FILE INQUIRY FORMAT - EXAMPLE

#### OLN FILE REQUEST TO BC

AM.CA024015Y.BCOLNHELP.TXT

#### GUN HELP FILE REQUEST CN

AM.CA024015Y.NLOLNHELP.TXT

## 36.15 MESSAGE FILED CODE DIRECTORY

### 36.15.1 **ATN** ATTENTION FILED - **30**

#### **CONDITIONAL**

Alphanumeric only; must name of the person making query.

- Mandatory in IQ & FQ
- Not allowed in any other transaction

### 36.15.2 **BHN** BOAT HULL NUMBER - **12**

#### **CONDITIONAL**

Alphanumeric only; hull number of boat. Also known as the Hull Identification number (HIN)

- Mandatory in CBQ by bhn
- Not allowed in any other transaction

### 36.15.3 **COR** NAME OF CORPORATION AS REGISTERED OWNER - **30**

#### **CONDITIONAL**

Alpha only; formal name of corporation that is the registered owner of the security.

- Mandatory in CSQ by corporation name
- Not allowed in any other transaction

### 36.15.4 **FPS** FINGERPRINT NUMBER - **7**

#### **CONDITIONAL**

Numeric only; FPS number assigned to the subject of query. This is the same as a SID number in the United States. The query can contain either SID/ or FPS/ as the MFC.

- Mandatory in FQ
- Not allowed in any other transaction

#### 36.15.5 **ISS** ISSUER - **30**

##### **CONDITIONAL**

Alpha only; name of the entity that issued the give security

- Mandatory in CSQ by issuer name
- Not allowed in any other transaction.

#### 36.15.6 **LIC** LICENSE PLATE NUMBER - **10**

##### **CONDITIONAL**

Alphanumeric; License plate number of vehicle OR BOAT that is the subject of the query;

- Mandatory in VQ, XQ, AND CBQ by license plate number
- Not allowed in any other transaction.

#### 36.15.7 **NAM** BOAT NAME - **13**

Alphanumeric only; name of the boat that is the subject of the query;

- Mandatory in CBQ by boat name
- Not permitted in any other transaction

#### 36.15.8 **NAM** SECURITY OWNER NAME - **14**

Alpha only; name of the owner of the security that is the subject of the query;

- Mandatory in CSQ by security owner name
- Not permitted in any other transaction

#### 36.15.9 **NAM** NAME - **30**

##### **CONDITIONAL**

Alpha only; Name of person that is the subject of query - must include last and first name in the following format: Last, First Middle. Multiple last names, with or without spaces in between, are combined into the entered last name. Apostrophes are not entered. For last names conjugated by the letter "y", replace the "y" with a hyphen and join the names together. A single comma is required after the last name.

Hyphens are permitted in the last name only; if a first or middle name is hyphenated, replace the hyphen with a space. If that creates more names than permitted, remove the space so the two formerly hyphenated names become one.

The usage of surnames from different countries can often be confusing. For example, Hispanics generally use both their fathers and mothers last name, giving them a double last name. The first name of this double last name is generally the most important name for record check purposes. If one does not know how to place these names in the name fields on inquiries, misses could occur.

Below is a short explanation of the construction of names often checked with INS indices.

- Mandatory in WQ
- Mandatory in UQ by subject name
- Prohibited in all other transactions

### **HISPANIC FIRST NAMES:**

Many Spanish first names consist of more than one word, for example, Maria de Los Angeles, Maria de la Luz, and Maria del Carmen.

When written with a prepositional phrase, the name should be treated as one first name.

If the name is not recorded with a prepositional phrase, for example, Maria Luz or Maria Carmen, it should be considered first and middle names.

### **HISPANIC SURNAMES**

Spanish and Hispanic persons customarily use the surnames of both parents.

This double surname is derived from the first surname of the father and the first surname of the mother. Neither name is considered a middle name. The surname of the father precedes that of the mother.

The two surnames may be connected by the word "y", which means "and." For example, Juan Gomez y Conde has Juan as a first name, Gomez as the surname of the father, and Conde as the surname of the mother.

For recording purposes, all double last names are listed with the father's surname followed by the mother's surname. Juan Gomez y Conde would be recorded as Juan Gomez Conde.

The nationals of some South American countries do not, as a general rule, use both last names. If the subject comes from a country that uses both last names, but the subject only uses one, and it is his mother's surname, this will often indicate that the subject's parents were not married.

### **HISPANIC MARRIED NAMES FOR WOMEN**

When she marries, a woman commonly drops the surname of her mother and adds the first surname of her husband, preceded by the preposition "de." This indicates she is the "wife of" that man.

Maria Gomez Garcia, when married to Juan Martinez Ramirez, would become Maria Gomez de Martinez and will be recorded as Gomez de Martinez, Maria.

Note that according to traditional Hispanic usage the woman's surname never changes.

After admission to the United States, however, some women have adopted the American custom of using the husband's surname as their own. Maria Gomez de Martinez may begin to give her name as Martinez, Maria Gomez.

## ASIAN (CHINESE) NAMES

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the first part only is identified as the surname and the next parts used as the first name and middle name.

When one of more names follows the surname, use only the first as the surname.

Sometimes the surname will be in capital letters and the other names will be connected by a hyphen. In such cases you may find the surname written either before or after the other names.

Name	Surname
Low Tai Yat	Low
Harry Yat Bun Sing	Yat
Soong Mei Ling	Soong

## MIDDLE EASTERN NAMES

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the last part only is identified as the surname and the first part used as the first name.

Name	Surname
Mohammed Ali Jafir	Jafir

When a surname is preceded by an article such as "El" or "Al", it is considered to be part of the surname.

Name	Surname
Yousef Ben El Gazar	El Gazar

Name format:

LAST, FIRST MIDDLE OTHER

Examples:

Subject has an other name:

Mr. Reginald Charles Hogworthy III

**HOGWORTHY, REGINALD CHARLES III**

The subject's last name is hyphenated or the letter y conjugates last names:

Natalie Spencer-Windsor  
**SPENCER-WINDSOR, NATALIE**

Jennifer M. Gomez y Garcia  
**GOMEZ-GARCIA, JENNIFER M**

John Franklin al-Muhammad y Jones Jr.  
**AL-MUHAMMAD-JONES, JOHN FRANKLIN JR**

Dr. Jeffrey Jay van de Muhammad Al-Akbariah  
**VANDEMUHAMMADAL-AKBARIAH, JEFFREY JAY**

The last name is a compound name without a hyphen or the letter y:

James F. FitzMaurice III  
**FITZMAURICE, JAMES F III**

Mrs. Alice Fay McDonahue  
**MCDONAHUE, ALICE FAY**

Jean Pierre Michael d'Lessandro  
**DLESSANDRO, JEAN PIERRE MICHAEL**

Mr. Anthony Mark Van de Swelte  
**VANDESWELTE, ANTHONY MARK**

Ms. Christina Michelle Jones O'Connor  
**JONESOCONNOR, CHRISTINA MICHELLE**

The first name is compound:

Billy Jack Harry Coe  
**COE, BILLY JACK HARRY**

Velda-Mae Cook  
**COOK, VELDA MAE**

Mary-Jo Ashley Heather McMahan

**MCMAHAN, MARYJO ASHLEY HEATHER**

Joanne Hurt

**HURT, JOANNE**

Jo Ann Okilahoe

**OKILAHOE, JO ANN**

The first or middle name is an initial:

Mr. T. S. Elliot

**ELLIOT, T S**

Dr. Thornton M. Cogswell

**COGSWELL, THORNTON M**

**36.15.9** **OLN** OPERATORS LICENSE NUMBER - **20**

**CONDITIONAL**

Alphanumeric; Driver license number of the subject of the query.

- Mandatory in UQ by OLN
- Not allowed in any other transaction.

**36.15.10** **PPS** PERSON / PROPERTY IN SIGHT? - **1**

**MANDATORY**

Alpha only; must is the person or property that is the subject of the query in sight and/or is there exactly location known at the time of the query? ;

- Must be "Y" for yes
- Must be "N" for no

### 36.15.11 **PUR** PURPOSE CODE - 1

#### **CONDITIONAL**

Alpha only; identifies the purpose of the request. The only acceptable reasons for performing this query are “C” - Criminal Justice Purposes and “F” - Firearms related queries, as defined in the FBI NCIC Policy Manual relating to Criminal History Inquiries.

- Mandatory in all IQ and FQ transactions
- 

<i><b>Code</b></i>	<i><b>Explanation</b></i>
<b>C</b>	Must be used when the IQ, FQ, or AQ is for official duties in connection with the administration of criminal justice.
<b>E</b>	Must be used for employment and licensing.
<b>J</b>	Must be used when the IQ, FQ, or AQ involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.
<b>F</b>	Must be used by criminal justice agencies in all states for screening applications for firearms and related permits. This includes firearms dealers, firearms purchases, carriers of concealed weapons, explosive dealers and users, and lethal weapons dealers and users, but only when a Federal, state or local law/ordinance exists making the criminal justice agency responsible for the issuance of the licenses/permits.
<b>D</b>	Must be used by courts when hearing civil domestic violence or stalking cases. This purpose code shall not allow access to State sealed records.
<b>S</b>	Must be used by Defense Investigative Service and any other SCIA agencies authorized specifically by NLETS to access CHRI through the network using IQ, FQ, and AQ.
<b>X</b>	For use in conducting checks involving the emergency placement of children when unaccompanied by the immediate submission of fingerprints on the surrogate care provider(s).

### 36.15.12 **PPS** PERSON / PROPERTY IN SIGHT? - 1

#### **MANDATORY**

Alpha only; required for all Canadian interface transactions. Must is the person or property that is the subject of the query in sight and/or is there exactly location known at the time of the query? ;

- Must be “Y” for yes
- Not allowed in any other transaction.

### 36.15.13 **RAC** RACE - 1

#### **CONDITIONAL**

Alpha only; race of the subject making the request. Must be a code from the Personal Descriptors section of the NCIC code manual.

- Optional in IQ transaction
- Not allowed in any other transactions

### 36.15.14 **RAR** REQUEST ADDITIONAL RECORDS - 4

#### **CONDITIONAL**

Alphanumeric only; race of the subject making the request. Must be a code from the Personal Descriptors section of the NCIC code manual.

- Optional in an IQ transaction
- Not allowed in any other transactions

### 36.15.15 **REG** REGISTRATION NUMBER - 7

#### **CONDITIONAL**

Alphanumeric only; boat registration number of the boat that is the subject of the query.

- Mandatory in CBQ by REG
- Not allowed in any other transactions

### 36.15.16 **RNS** REASON FOR INQUIRY - 1

#### **MANDATORY**

Alpha only; required for all Canadian interface transactions. Every inquiry directed to Canada must have a reason code that indicates the general purpose of the request. Following is a list of the authorized reason codes.

<b>Code</b>	<b><i>Reason for Request</i></b>
N	Narcotics
F	Fraud (includes counterfeit documents)
V	Violent crimes (includes robbery, murder, rape, bombing, etc.)
T	Traffic Violations
S	Theft
H	Humanitarian

#### 36.15.17 **SER** GUN SERIAL NUMBER - **11**

##### **CONDITIONAL**

Alphanumeric only; vehicle identification number (VIN) of the vehicle that is the subject of the query.

- Mandatory IVQ
- Not allowed in any other transaction

#### 36.15.18 **SER** ARTICLE SERIAL NUMBER - **16**

##### **CONDITIONAL**

Alphanumeric only; vehicle identification number (VIN) of the vehicle that is the subject of the query.

- Mandatory IVQ
- Not allowed in any other transaction

#### 36.15.19 **SER** BOAT SERIAL NUMBER - **16**

##### **CONDITIONAL**

Alphanumeric only; vehicle identification number (VIN) of the vehicle that is the subject of the query.

- Mandatory IVQ
- Not allowed in any other transaction

#### 36.15.20 **SER** BOAT MOTOR SERIAL NUMBER - **18**

##### **CONDITIONAL**

Alphanumeric only; vehicle identification number (VIN) of the vehicle that is the subject of the query.

- Mandatory IVQ
- Not allowed in any other transaction

### 36.15.21 **SEX** - 1

#### **CONDITIONAL**

Alpha only- Identifies gender of subject of query. Must be "M" for male and "F" for female

- Mandatory for all DQ and DQG transactions by license plate number.
- Optional for DNQ

### 36.15.22 **TYP** ARTICLE TYPE - 2

#### **CONDITIONAL**

Alpha only- identifies the type of article that is the subject of the query.

- Mandatory all CAQ transactions.
- Not allowed in any other transaction

<b>Code</b>	<b>Article type</b>
AA	domestic appliances, e.g. stoves, washers.
BI	Non-motorized bicycles, e.g. mountain bikes, tandems, 10-speeds. NOTE: Motorized bikes are in the Vehicle File.
HH	Household property, e.g. rugs, furniture.
JE	jewelry, e.g. watches, rings.
MI	musical instruments, e.g. violins, guitars.
MT	machinery and tools, e.g. electrical motors, lawn mowers NOTE: Lawn mowers capable of carrying an operator are in the Vehicle File.
OM	office machines and equipment, e.g. computers.
PA	personal accessories, e.g. hearing aids, luggage.
PE	photographic equipment, e.g. camera, enlargers.
RA	radio, TV, sound-reproducing equipment, e.g. VCR's.
SC	scientific, optical and measuring devices, e.g. binoculars.
SP	sporting goods, hobby equipment, e.g. skis, model aircraft, scuba equipment.
OT	all other articles, e.g. animals, vending machines, precious metals such as gold bars, uniquely identifiable gun barrels.

### 36.15.23 **TYP** BOAT MOTOR TYPE - **2**

#### **CONDITIONAL**

Alpha only- identifies the type of boat that is the subject of the query.

- Mandatory CBQ by SER and TYP
- Not allowed in any other transaction

<i>Code</i>	<i>Type</i>
INB	Inboard
OUTB	Outboard
INOUT	Inboard / outboard
OT	Other

### 36.15.24 **TYP** GUN TYPE - **2**

#### **CONDITIONAL**

Alpha only- identifies the type of gun that is the subject of the query.

- Mandatory all CGQ transactions.
- Not allowed in any other transaction

<i>Code</i>	<i>Article type</i>
SG	Shotgun
RI	Rifle
RW	Restricted weapon
OT	Other

### 36.15.25 **TYP** SECURITY TYPE - **2**

#### **CONDITIONAL**

Alpha only- identifies the type of security that is the subject of the query.

- Mandatory all CSQ transactions.
- Not allowed in any other transaction

<b>Code</b>	<b><i>Type of Security</i></b>
BD	Corporate bonds and debentures issued by corporations, including banks, trust companies, charitable/religious groups, credit unions and co-operatives.
CC	Canadian-issued currency.
CU	Foreign-issued currency.
ID	Stolen, lost, or fraudulent identification documents.
MO	Money orders and traveler's checks.
PP	Canadian and foreign passports.
SB	Federal, provincial and municipal bonds and debentures.
ST	Stocks.
VD	Vehicle documents.
OT	All other security documents.

### 36.15.26 **VIN** VEHICLE IDENTIFICATION NUMBER - **62**

#### **CONDITIONAL**

Alphanumeric only; vehicle identification number (VIN) of the vehicle that is the subject of the query.

- Mandatory IVQ
- Not allowed in any other transaction